

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Thursday, February 7, 2022

6:00 PM

Library Periodical Room

In Attendance: Jeremy Clemans, Ray Connor (remote), Chris Casco, the Library Director-Todd Fabian, Becky Herrmann, Michelle Marino, Norm Kinsler, Charles O'Leary, Lisa Sands, Ali Sekou

- B. Herrmann calls to order at 6:08 pm

- C. Casco moves to accept the minutes of January 6, 2022, monthly meeting; C. O'Leary seconds.
- Library Director's Report and Monthly Update on Covid situation
 - Working on policy updates - the Director will send via email. CPL is updating the Request for Reconsideration form and adapting it for us for both materials and programs. There will also be a new CPL Programming Policy for trustees to review.
 - Material Selection Policy is also being revised – in light of recent challenges to materials across the country.
 - L. Sands asks for clarification on what the trustee role is for a challenge. The Director read from the Reconsideration form and explained that the last step in the process would involve the trustee board.
 - Carpeting project - hoping to be done in a week or two. But there are many variables involved. Staff will be putting tens of thousands of items back on shelves to complete the project. Mid-February the Children's Room should be open again.
 - Budget - entering data and projections before it goes to the City Council.
 - CPL has an eye on a new House Bill regarding making federal background checks mandatory for all library volunteers and staff. The bill would pass the charge onto the employer. This could be problematic as it would be an unfunded mandate.

- Old Business
 - Update on concerns brought to the board by Concord resident
 - Computer Carrels- the Director agrees that the library could upgrade the carrels and is looking to apply for a grant in the spring to purchase new carrels.
 - The wifi issue concern (external of the library) should be directed to the City Council where it would need to be budgeted in the next

budget cycle. How much wifi across Concord does or would the City Council want to provide? The Director suggested that a more appropriate expansion of wifi would be at the Heights Branch where there is more parking and patrons could be outside and have access as needed.

- Sunday hours? Not an easy answer. Sundays have been problematic in the past due to the high volume of non-concord users - CPL was one of the only libraries open on Sundays a few years ago. Patron behavior problems have also increased this winter. Staffing model has changed and user trends have changed since the pandemic - staff are spread too thin to manage the library being open on Sundays at this time. We have just expanded the Heights Branch Library to a third day as we evaluate patron demands.
 - A library security guard position is being discussed as we see more police calls.
 - C. Casco asked the Director if library staff are concerned about safety issues. Director Response - everyone has a different comfort level when faced with difficult patron behavior. Trainings and support from the police have been helpful. But the role of the library worker has expanded to include security and social work and it is becoming a tough environment to hire people.
 - A. Sekou asks about the safety training provided to CPL employees. Director Response - regular staff meeting regarding situational safety training. The police have come in and did an active shooter training drill. The director would like to do more regarding safety training.
 - B. Herrmann suggested Ryan Dowd training for CPL staff and asked if there is a library safety plan document. Response - CPL is part of the City Emergency Management plan and we have had Ryan Dowd do programs for NH library staff.
 - J. Clemans asked if there could be some collaboration with the Ellen Groh at the Concord Coalition to End Homelessness. Todd said he had worked with her before in the past and would reach out again.
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- New Business
 - Discussion of Collection Development Policies and Request for Reconsideration Policies & Forms
 - Foundation update - B. Herrmann forwarded the CPL Foundation letter to the City Council to all board members. This letter was a response to a City Council member bringing up concerns at a City Council meeting that they had with the CPL Foundation's mission and outreach. The Director reached out to the Council member after the city council meeting to clarify. The Council member also reached out to B. Herrmann for clarification.

The Director and B. Herrmann reassured the Council member that the Foundation is committed to helping the CPL and there are no plans to grant money outside of Concord. We, as the trustees, want our membership with the Foundation to be built on partnership and collaboration.

- B. Herrmann asks the Director and board to consider discussing the fine policy at the next meeting. Where does the fine money go? The Director states that lost and paid money goes into the lost and paid library fund to fund replacement materials but all other fine money goes back to the City of Concord. In previous years, prior to Covid, \$25,000-\$30,000 a year has been collected per year approximately. The Director will check to see if the fines policy is under the purview of the trustees and it will be on the agenda for next month's meeting.

- Public Comments
- Next Meeting: March 7, 2022
- C. Casco motions to adjourn at 7:22 pm. J. Clemans seconds.